

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, November 20, 2018 6:00 p.m.**

Selectboard: Kurt Johnson and Pat Sabalis (via Skype©)

Town Staff: Brian Bigelow

Public: Ruth Miller (MMCTV)*, Sean McCann, Mathew Champlin, Harry Schoppmann III, Seth Friedman, Anton Kelsey

** - Due to equipment issues MMCTV was unable to film meeting.*

6:03 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. No adjustments to agenda.

6:04 p.m. Public Comment Period. None

6:04 p.m. Underhill Jericho Fire Department (UJFD) First Response Proposal. UJFD Chief Mat Champlin, 2nd Assistant Chief Sean McMann and Duty Chief Captain Harry Schoppmann in attendance to discuss proposal to provide EMS First Response coverage for Jericho and Underhill. UJFD is not looking for additional full time staffing or to provide ambulance services or transport. An ambulance will still respond to every call. Currently in the proposal process. Adequate number of UJFD members trained and there are residents of the two towns who have expressed willingness to serve locally in a First Response capacity but are not interested in the Fire Fighting component. That number includes a resident who has the skills to oversee the required training and credentialing component. The plan is for the response to include up to the AEMT level, not the paramedic level. Initially there may not be a UJFD response to every call. Start up costs estimated at \$25,000.

The planning has not been done in a vacuum. Plan has benefited by input from and has the support of both Essex and Richmond Rescue. Eleven volunteers estimated to start. Underhill may want to explore having Cambridge Rescue provide primary coverage for the northeast portion of town. Proposed agreement from Essex Rescue discussed. UJFD considers it untenable as drafted. UJFD and Essex Rescue to have additional discussions prior to UJFD meeting with Jericho Selectboard on November 29, 2018 if both schedules allow.

UJFD looking for letters of support from Underhill and Jericho to make application for a license from the state.

Chair moved to support the UJFD license application to include the inclusion of up to \$10,000 in their FY19-20 Budget. Pat Sabalis seconded and the motion passed 2-0 on a roll call vote.

Chief Champlin advised the Underhill Selectboard of potential future expenditures proposed to come out of UJFD operating reserve funds for station improvements and equipment purchases and equipment. Station improvements, nozzle upgrades and a skid unit for the Squad Truck discussed. Formal request to occur at a future meeting.

6:502 p.m. Old Business.

Underhill Recreation Committee (URC) Skating Rink. URC members Seth Freidman and Anton Kelsey in attendance to discuss the Committee's proposal for ice skating rink at Moore Park.

The committee has recruited volunteers to help monitor the ice conditions and clear the rink after snowfalls. The URC committed to remove the rink in a timely manner so as to not damage the grass at the park. Input from Road Foreman is that rink could not be stored at the Town Garage. URC to store at existing sheds at Town Pond or find suitable location. Three quotes (IronSleek/\$6,892.88, D1 Rinks/ \$15,950.30 and NiceRink/\$4,988.11) reviewed. Suggested management practices from the Town's insurer (VLCT PACIF) reviewed.

Chair moved to approve up to \$7,000 dollars for the purchase of 48'x x96' ice rink and accessories as per October 29, 2018 quote by IronSleek Rink Systems. Pat Sabalis seconded and the motion passed 2-0 on a roll call vote.

General discussion ensued regarding FY19-20 Budget, Capital Improvement Plan and lifeguard at Town Pond.

Finance Officer Interim Support. Interim help has been confirmed. Position has been advertised.

Bridge #8. Recommendation from the Highway Infrastructure and equipment Committee (HIEC) is to advertise the project as Design-Build and advertise for completion prior to June 30, 2019. Town Administrator to draft Request for Proposal.

Ratify Special Town Meeting Results. Recommendation is to obtain additional advice on the process prior to the next meeting. Staff and Pat Sabalis to start with VLCT.

7:30 New Business.

CATMA Membership. Chair advised of the ad hoc TriTown Alternative Transportation Committee made up of the residents from the towns of Cambridge, Jericho and Underhill. The Chittenden Area Transportation Management Association (CATMA) has requested that each Town become members. There is no cost of membership.

Chair moved that the Town of Underhill join CATMA. Pat Sabalis seconded and the motion passed 2-0 on a roll call vote.

Chair to distribute the TriTown Alternative Transportation Committee Mission Statement and minutes. Consensus of Selectboard is that the information should be available on the Town website.

7:45 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants.

Kurt Johnson moved to approve the minutes of the October 24, 2018 Special Meeting, the November 1, 2018 Special Meeting, the October 23, 2018 Regular Meeting and the November 6, 2018 Regular Meeting of the Selectboard. Pat Sabalis seconded and the motion passed 2-0.

7:49 p.m. Member Items, Correspondence, Announcements, Schedule.

Correspondence. Selectboard acknowledged receipt of:

- Budget Status Report dated 11/15/18.
- MMCTV Budget request. Discussion ensued. Consensus of Board is that the request would be included on the 2019 Town Meeting ballot.

- Farmer's Market Budget request. Discussion ensued. Consensus is that a petition would be required for inclusion on ballot.
- Green Lantern Group (GLG) Preferred Site Designation Letter, signed by Underhill Planning Commission (UPC). GLG to forward to CCRPC.
- Tech Group quote for workstation warranties. Approved by consensus of Selectboard.
- Zoning Administrator Administrative amendment for Chamberlin Access Permit (WC031)
- Zoning Administrator Temporary Access Approval for Lourie property (ST264)
- Town Plan Amendment Warning and, UPC Report. Pubic Informational hearings scheduled for December 4 and December 18 at 5:30 p.m.

Schedule. Notice made that the next Regular Selectboard date is December 4, 2018 proceed by a 5:30 Public Information Hearing re: Town Plan Amendment and that a Special Meeting would be held on November 27, 2018 at 1:00.

8:10 Executive Session.

Chair moved that the Selectboard find that premature general public knowledge of pending or probable civil litigation involving the Town on Crane Brook Trail would clearly place the Town at a substantial disadvantage. Pat Sabalis seconded and the motion passed 2-0 on a roll call vote.

Chair moved that the Selectboard enter Executive Session with Staff to discuss pending or probable civil litigation that the Town is a party to under the provisions of Title 1, Section 313(a)(E-F) of the Vermont Statutes. Pat Sabalis seconded and the motion passed 2-0 on a roll call vote.

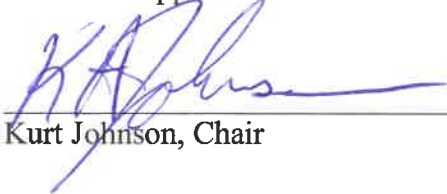
At 8:14 p.m. the Chair moved to exit the Executive Sessions. Pat Sabalis seconded and the motion passed 2-0 on a roll call vote.

Pat Sabalis to contact Town Attorney regarding next steps.

8:15 p.m. Adjournment. On a motion made by Kurt Johnson and seconded by Pat Sabalis the Selectboard voted to adjourn on a roll call vote of 2-0.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended



Kurt Johnson, Chair